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Approved For Release 2004/05/05 : CIA-RDP80M01082A000900060001-0

IC 74-2145

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Proposed Procedures for Alert Memoranda

1. The USIB Ad Hoc Committee on Alert Memoranda (AM), chaired by one of my division chiefs, has completed its work and forwards a list of proposed procedures for the issuance of such memoranda (attached).

2. We suggest that, with your approval, I forward the committee's proposals to USIB for its concurrence.

3. All agencies represented on the ad hoc committee accepted these procedures. But one problem may arise during USIB consideration: the NIOs are unhappy about the final proposal (in para. 6), which calls for supplementary Alert Memoranda in some circumstances. I gather the NIOs feel that this is an unnecessary requirement; it was the committee's belief (which I share) that warning of an impending crisis in an AM should be followed by a notice that the warning has been withdrawn if and when the crisis has subsided.

4. I do not think this is a major problem because, even if the paragraph is struck, you will be able to call for a supplementary AM whenever you think events so warrant.

Samuel V. Wilson
Lieutenant General, USA
D/DCI/IC

Attachments

Distribution:

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WASHINGTON, D. C. 20505

Office of the Director

MEMORANDUM FOR THE UNITED STATES INTELLIGENCE BOARD

SUBJECT: Proposed Procedures for Alert Memoranda

The Ad Hoc Committee on Alert Memoranda has completed its work and solicits USIB approval for its proposed list of procedures governing the issuance of Alert Memoranda (attached). I suggest that we discuss this proposal at the next USIB meeting and, if so decided, officially concur in its recommendations.

/s/ Samuel V. Wilson

Samuel V. Wilson
Lieutenant General, USA
Deputy to the DCI for the
Intelligence Community

Attachment

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MEMORANDUM FOR THE UNITED STATES INTELLIGENCE BOARD

SUBJECT: Proposed Procedures for Alert Memoranda

1. The Alert Memorandum (AM) is an interagency publication issued by the DCI on behalf of the Community. It is addressed to the members of WSAG and disseminated, inter alia, to all USIB Principals. It provides explicit warning of possible developments abroad of major concern to the US.

2. An AM may be initiated by the DCI or may be proposed by a USIB Principal, by a National Intelligence Officer (NIO), or by (or through) any other senior officer of the intelligence or foreign affairs communities. A proposal for an AM will be addressed to the DCI or the appropriate NIO. But the decision to issue an AM will in all instances rest with the DCI.

3. Responsibility for the preparation and coordination of an AM will normally rest with the appropriate NIO. He may call on any element of the Intelligence Community for support and will coordinate with appropriate USIB agencies, employing rapid conferencing techniques as necessary. Dissenting views, if any, will be included. But when time is of the essence, the DCI may authorize the NIO to limit or forgo coordination. All AMs will in any event indicate the degree of coordination.

4. Since the primary purpose of an AM is to warn, not inform, it will present the minimum amount of information required to make the warning intelligible. It will not replace existing intelligence publications. In some circumstances it may consist simply of a covering memorandum attached to an existing intelligence document, saying in essence that the policy maker should focus on the situation reported in the basic document. Usually, however, an AM will be a discrete paper which provides the basic rationale for the issuance of a warning.

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5. An AM will also indicate what special actions are being taken by the Community to ensure effective coverage of the situation, e.g., the initiation of special collection efforts, the establishment of crisis task forces, etc.

6. A supplementary AM on a crisis will be produced whenever, in the DCI's view, the crisis has assumed a substantially new dimension or has abated.

FOR THE AD HOC COMMITTEE:



Chairman

Chief, Product Review Division
Intelligence Community Staff

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USIB-D-28.5/7
27 December 1974

UNITED STATES INTELLIGENCE BOARD

MEMORANDUM FOR THE UNITED STATES INTELLIGENCE BOARD

SUBJECT : Proposed Procedures for Alert Memoranda

REFERENCES : a. USIB-D-28.5/6, 13 September 1974, Limited Distribution
b. USIB-M-677, 12 September 1974, Item 5
c. USIB-D-28.5/5, 28 August 1974, Limited Distribution

The Ad Hoc Committee on Alerting Memoranda has prepared the attached procedures for USIB approval. The DCI has requested that these procedures be placed on an agenda for Board consideration at an early meeting.



Acting Executive Secretary

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Attachment

USIB-D-28.5/7

27 December 1974

MEMORANDUM FOR THE UNITED STATES INTELLIGENCE BOARD

SUBJECT: Proposed Procedures for Alert Memoranda

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USIB-D-28.5/7
27 December 1974

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FOR THE AD HOC COMMITTEE:



Chairman

Chief, Product Review Division
Intelligence Community Staff

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8 January 1975

MEMORANDUM FOR: CIA Member, USIB

SUBJECT : Survey of Intelligence Community
Periodicals

REFERENCE : USIB-D-71.11/8, [REDACTED]
30 December 1974, Memorandum
for the USIB, Same Subject

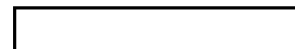
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1. This memorandum provides you with CIA views on the Survey of Intelligence Periodicals prepared by the IC Staff in response to the DCI's resource management objective milestone to "complete a comprehensive inventory of serial publications issued by the Community and identify what duplications or gaps exist." A recommendation is contained in paragraph 5.

2. The Survey as presented is a good initial step toward satisfying the objective milestone. In this regard it can, if properly developed, provide the impetus for guiding and controlling the quality and quantity of serialized publications issued by the Community. Obviously some have outlived their usefulness and utility either as a carrier of finished intelligence judgments or as a means of providing informational inputs for analyses.

3. The time constraint precluded a thorough examination of all items listed. Therefore, concentration was placed on those serial publications issued by CIA. Essentially two questions were raised:

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a. Is the Survey a complete listing of CIA serial publications? The answer is negative. There are publications produced by several offices which have not been included for unknown reasons. (See suggested additions at Tab A.)

b. Are there publications produced by CIA which can be eliminated because they are no longer needed or coverage is provided by periodicals produced elsewhere? These answers also are qualified negatives because many of the CIA products are periodically reviewed from the standpoint of consumer needs coupled with an awareness of what is produced by other organizations.

4. It is apparent that considerably more basic staff work must be accomplished before the USIB can make any judgments or suggestions regarding the apparent problem of periodical proliferation. At a minimum the Survey Report should start with a complete listing of periodicals followed by qualitative comments on the need for continued publication.

5. In view of the preliminary nature of the Survey Report, it is recommended that:

a. the Report be noted as a useful first step;

b. the Report be remanded to the IC Staff for additional analysis and staffing within the Community.



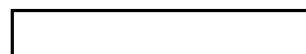
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Assistant to the Chief
Collection Guidance and Assessments Staff

Attachments:

Tab A - Corrections to CIA
Listings

Tab B - Rationale for CIA Periodicals



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Tab A:

1. List of CIA Periodicals Not Included
In the IC Staff Survey
2. Corrections to the CIA Listings

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Next 15 Page(s) In Document Exempt

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8 January 1975

Rationale for Producing Certain CIA Periodicals

OCI

The Staff Notes are OCI Division-level publications. They are intended for the dissemination of intelligence primarily of interest to area specialists and should be viewed as regional supplements to the National Intelligence Bulletin. The Notes allow for more detail and a more speculative approach than formal Agency publications. Consumer reaction has been strong and almost universally favorable.

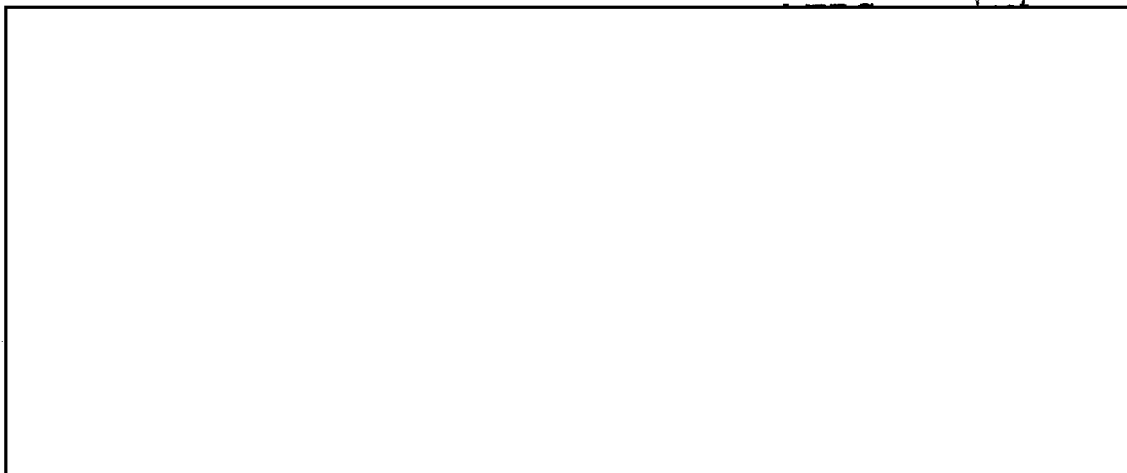
OER

Each of the six OER periodicals serves an expressed need of the intelligence community and none is duplicated to any significant degree by publications of other agencies. OER regularly queries recipient agencies and some individual addressees concerning their continuing need for the publications. Despite the process of deletion of individual names, new requests continue to cause external dissemination of these publications to creep upward. To keep volume at a reasonable level, OER occasionally has to make arbitrary cuts in dissemination, which usually are accepted reluctantly and under protest by the recipient agencies. External dissemination of The Economic Situation in South Vietnam is now only half the volume of a year ago. Dissemination of the International Oil Developments weekly was recently cut from the 290 copies listed in the IC Survey to 190 copies. The annual Communist Aid Activities in Less Developed Countries (Summary) will be reduced this year from the former 300 copies to 225. This trimming process has put pressure on agencies to eliminate recipients who do not have a valid need for the publications. Further trimming would not be practical at this time.

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With one possible exception, no other government or private organization published anything that duplicates the items we produce. The one possible exception is a "Cabinet List" produced in looseleaf format by This publication duplicates most of the information found in Chiefs of State and Cabinet Members of Foreign Governments.

We produce all of these items as a result of specific requests or a proven need. We started to produce the Directory of USSR Ministry of Defense and Armed Forces Officials, for example, at the request of the U.S. Delegation to the SALT. All of these publications have large lists of customers, the largest list being for the Chiefs of State which is now sent out in over two thousand copies. We release all of these publications (except the library accessions list) to the general public through the Library of Congress Document Expediting Project (DOCEX).

We periodically review our distribution lists and attempt to curtail the number of copies produced. Despite our best efforts to do this, we find the demands increasing rather than decreasing. Because of the pressures from higher priority work, the publication schedule for these items frequently slips. When this happens, and the existing version becomes badly out of date, we usually receive a number of requests from customers to get a new edition out as soon as possible.

OWI

The only OWI periodical, listed as Item 1 of Section XVI (Missile and Space Summary), is now entitled the Weapons Intelligence Summary. A finished intelligence publication, it is sent to a maximum of 59 addressees outside Headquarters, and to 33 addressees (140 copies) within Headquarters, for a total distribution of 199 copies. It is the only all-source wrap-up covering all weapons systems, which is issued as a single document within the Intelligence Community.

OSI

The Weekly Surveyor and the SID are two important vehicles used by OSI to report its finished intelligence on developments in high priority S&T fields. The Weekly Surveyor provides current reporting of significant S&T developments for high level officials in CIA and in several other departments of the government and for intelligence specialists throughout the Community. The SID presents timely analytical and estimative intelligence articles on foreign science and technology and intelligence methodology. It is prepared monthly and intended for both the general and the more technically trained intelligence consumer. Dissemination of both the Weekly Surveyor and the SID is of course requested and controlled by the receiving agency.

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